

# News From Facilities Planning

Division of Facilities Management  
Department of Administration  
State of Kansas

January 1, 2009

## General Items

- ☐ All references to the DFM website have an active link to the DFM/FPDC website.
- ☐ All forms mentioned in the 2009 manual are identified by the current title and form number.

## Chapter 4

- ☐ Submittals of proposals for advertised services should consist of five (5) sets of the proposal and one electronic copy of the entire proposal in one .pdf file. **The single pdf file should be less than 7MB.**

## Chapter 5 – Selection of Project A / E / LS

- ☐ Each negotiated Fee should include all manual requirements unless negotiated otherwise and the services identified on the Fee Negotiation Checklist.

## Chapter 6 – Capital Improvement Project Information

- ☐ The project number is an A- followed by 6 digits. **Please include the first digit even if it is a 0.**

## Chapter 7 – Building Code and ADAAG Reviews

- ☐ Clarified - Code footprints submitted as a plan of correction will not be reviewed by DFM and will be forwarded directly to KSFMO for their action.
- ☐ Final code footprints are to be routed at least two weeks prior to 100% construction document submittal.
- ☐ Clarified – If construction documents vary from the accepted code footprint, revisions to the code footprint and/or the construction documents will need to be made prior to releasing the project to bid.
- ☐ If the agency requires additional signature lines on the code footprint, the number of copies of the code footprint shall be increased by the number of additional signature lines.
- ☐ Inspection Record – Renamed as the State of Kansas Code Inspection Record and added language to identify this as a record for conformance with codes. This record is not an approval of compliance to contract documents. The project architect/engineer has primary responsibility for inspection to determine compliance with contract documents.

## Chapter 13 – Construction Documents

- ☐ The project title identified on the Project Number / Data Form and shall be used on all specification sheets and all drawing sheets.
- ☐ Drawings larger or smaller than 24" x 36" need the approval of DFM.
- ☐ DFM will make a determination at the time of printing if the Soils report will be incorporated into the specification. If not incorporated, it will be made available to all plan holders by request.
- ☐ Final documents – If drawings are 11 x 17 DFM will decide if they are to be printed attached to at the end of the specification manual or printed as a separate document.

## Chapter 14 – Bidding

- ☐ Order of the Addenda: Addenda form (pink), spec attachment (white, yellow or green depending on content), drawing sheets (white, and all on the same sized paper)

## Chapter 15 – Contractor Prequalification

- ☐ The AGC document is now called Consensus Documents.
- ☐ Pre-qualification with KDOT is **not** accepted as a substitution for DFM

## Chapter 16 – Construction Administration

- ☐ Included information on processing the Affidavit of Contractor.

## Forms

- ☐ The Project Number / Data Request Form FPDC Form 935 has been updated to define the correct format for the project title and is required to be submitted electronically in Excel (.xls) format.